



City of Tempe

ACCOUNTANT II+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	248	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Financial Services	<i>Salary / Hourly Minimum:</i>	\$60,514
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$81,288
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant+
<i>Safety Sensitive/Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Accountant+ series. Employees within this class are distinguished from the Accountant I+ by the performance of more complex accounting analysis and duties and the need to exercise more initiative and independent judgment in performing tasks. Employees at this level demonstrate effective cross-departmental communication, efficient technological skills, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the Accountant I+. When filled from the outside, more extensive accounting experience may be required.

REPORTING RELATIONSHIPS

Receives general supervision from higher level accounting staff or from other supervisory or management staff.

May exercise technical supervision over lower level staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of accounting experience, preferably in municipal or public accounting.
<i>Education:</i>	Bachelor's degree from an accredited college or university in accounting or degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional level accounting duties involving the accounting, recording and reporting of financial transactions involved in City funds; to develop effective inter-department communications, to review accounting records for accuracy; to prepare financial reports, statements and special financial analyses, and to maintain active business relationships with staff in cross-functional departments. Compiles, maintains and follows technical procedures for accounting, financial reporting and reconciliations.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Conduct training and classes for City staff on accounting policies and procedures.
- Coordinate and perform cash management audits.
- Proactive and effective cross-departmental communication, including responding with tact and consideration to individuals requesting information
- Maintains and reconciles a variety of ledgers and accounts, examines accounting transactions to ensure accuracy, corrects financial records as necessary.
- Creates and maintains accounting procedures as required to comply with various governmental agency guidelines, policies and procedures, prepare reports required by Federal agencies and auditors.
- Prepares transactions for a variety of accounting systems including general ledger, payroll, accounts payable, fixed assets, and other accounting systems.
- Prepares and reviews computer input data for monthly financial reports including general ledger reclasses and month-end journal entries.
- Assists in the preparation of the City's Annual Financial Report, including audit schedules and footnotes.
- Provides assistance to City staff regarding accounting principles and procedures.
- Provides technical assistance and training to lower level accounting staff as needed.
- Prepares reconciliations and month end journal entries for various City accounts.
- Participate in the implementation of new financial systems and subsystems as necessary.
- Research and resolution of cash reconciling items between General Ledger, bank and accounting subsystems.
- Prepare spreadsheets incorporating Excel pivot tables and formulas
- Perform related duties as assigned.

When assigned to Financial Reporting:

- Prepare and maintain special assessment system records; set up new improvement districts in special assessment system; process semi-annual billings; invoice and follow up on delinquent assessments, including consulting with attorneys.
- Process monthly internal service allocations.

- Create new cost centers for capital improvement projects (CIP). Process budget transfers required for all CIPs.
- Act as main timekeeper for the Accounting Division.
- Prepare and file State and City sales tax returns.
- Monitor lease agreements to ensure appropriate money is received. Record lease payments. Calculate lease adjustments as required.
- Review cash receipts for correct coding.

When assigned to General Accounting:

- Research and resolution of cash reconciling items.
- Resolve cash interface subsystem issues.
- Identify and manage Electronic Fund Transfers (EFT's).
- Update cash management SharePoint sites.
- Run investment statements and queries.
- Update merchant accounts as needed.
- Perform as backup for Accounts Payable and Payroll.
- Analyze daily cash balances and cash requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in stationary position for long periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

JOB DESCRIPTION HISTORY

Effective November 15, 1988

Revised August 1996

Revised April 2001 (Experience, Grants Accountant assignment, range adjustment)

Revised June 2005

Revised Aug 2005 (Updated essential functions and experience guidelines for Grants Accountant assignment)

Revised Nov 2010 (Removed optional driver's license statement)

Revised March 2019 (update min quals and job duties – creating a flexible classification)

Revised March 2021 (Removed financial acronym)

Revised May 2021 (Updated MQ experience and job duties)